

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Transportation Maintenance Supervisor	<u>Revision Date:</u> 10/13
		<u>EEO Code:</u> Technician
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30517

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the City Transportation Engineer, provides supervision and direction to crews and performs duties pertaining to maintenance and construction of city traffic control devices.

III. Essential Duties

- Provides supervision of transportation technicians working in any of the following areas: pavement markings, cross walks, sign construction and installation, school zone flashers and radar boards.
- Participates in hiring, training, motivation, evaluation, discipline, directing, and termination of employees.
- Supervises on-going inventory of city signs, flashers, and signals.
- Maintains schedules of transportation projects and updates computer program as required.
- Ensures work orders are completed for every job and ensures materials are available for assigned tasks to include seasonal stockpile requirements.
- Manages striping contract and interlocal agreement for signal maintenance.
- Ensures contractor and city employee compliance with MUTCD, federal, state, and local standards.
- Solves problems related to field projects and locations.
- Ensures that projects stay on approved schedule and within the project budgets.
- Meets with citizens to coordinate concerns, schedules, and costs.
- Orders materials and maintains inventory.
- Helps formulate and maintain the budget for the Transportation Division.
- Approves and signs purchasing requisitions and other appropriate requests.
- Reviews and approves traffic control plans for work within the city right-of-way.
- Coordinates road closures and development of traffic control plans for special events within the city.

IV. Marginal Duties

- Participates in Snow Plowing operations.
- From time to time shares crews with Street Operation Manager and Streets Maintenance Response Team Supervisor.
- Perform other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent required.

Experience: Four years of experience in a related field, with two of the years including supervisory experience.

Certificates/Licenses: AATSA work zone certification (Traffic Control Supervisor), or the ability to acquire within 6 months; Valid Utah Driver's License and Commercial Driver's License Required.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Traffic engineering standards and principles; MUTCD standards; correct English usage, grammar and spelling.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; supervision of Transportation Technicians and temporary seasonal workers; daily tasks require the exercise of discretion and independent judgment which could affect the safety of crew workers, motorists, and pedestrians.

Communication Skills: Communicate effectively verbally and in writing; contacts with local citizens; constant contact with other employees within department; contacts with other departments furnishing and obtaining information.

Tool, Machine, Equipment Operation: Regular use of a variety of tools and equipment used in sign fabrication and installation, pavement marking, as well as computers and traffic counters. Seasonal operation of heavy equipment, including snow removal equipment.

Analytical Ability: Follow written and verbal instructions; gauge repairs needed and level of work needed to maintain infrastructure; establish effective working relationship with employees and the public; lead/supervise others, plan effectively and perform blueprint reading.

VI. Working Conditions:

Physical Demands: Great physical exertion is required in this job; a moderate amount of lifting (up to 50 lbs); a moderate amount of stooping, kneeling, bending and standing. While performing duties of the job, employee will frequently communicate with others.

Work Environment: Job entails regular exposure to cold, heat, dust, fumes, noise, and traffic hazards; constant exposure to deadlines; great pressure and fatigue during an average workday; frequent evening and/or weekend work is required; requires 24 hour on-call status for emergency situations; some long hours operating heavy equipment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____